

# Bates College

## Web Time Entry Quick Reference Guide For Students

### TIPS AND REMINDERS

- The pay period has changed. It now starts on Sunday and ends on Saturday.
- The deadline for submitting timesheets is 11:59 P.M. on Sunday evening.
- Early timesheets can be submitted at any time in the pay period.
- After you submit your timesheet, you cannot make any changes. Contact your supervisor about changes to a submitted timesheet.
- More training is available at the Student Employment Website. At <http://www.bates.edu/x26143.xml>
- Need help for pins and other computer problems? Call the Helpdesk : 786-8222 • [email\\_helpdesk](mailto:email_helpdesk)

### OPENING YOUR TIMESHEET

1. Access **The Garnet Gateway** from the Hot List Menu on the Bates homepage
2. Enter your **User ID** and **PIN**
3. Click the **Employee Tab**
4. Click the **Time Sheet** link on the left side of the window.
5. Click the **My Choice** dot for the Title and Department for which you want to enter time (many have more than one job)
6. From the **Pay Period and Status** dropdown box, select the current pay period.
7. Click the **Time Sheet** button.

### ENTERING HOURS FOR ONE DAY

1. Click the **Enter Hours** link under the date worked and in the row for the Earning Code. Note: Be careful not to change the number in the Shift box.
2. In the **Hours** box, type the number of hours.
3. Click the **Save** button.

### ENTERING HOURS FOR A PAY PERIOD

If you work the same number of hours each day during a pay period, you can fill out your time sheet just once by copying those hours through to the end of the pay period.

1. Click the **Enter Hours** link under the date worked and in the correct row for the Earnings Code.
2. In the **Hours** box, type the number of hours you worked each day this pay period.
3. Click the **Copy** button.
4. Click in the **"Copy from date displayed to the end of the pay period"** checkbox.
5. If your work week includes Saturday or Sunday, click those checkboxes, too.
6. Click the **Copy** button.
7. Look for the *verification message* that says the hours were successfully copied.
8. Click the **Time Sheet** button.

The hours have now been copied for all days in the pay period.

### ENTERING HOURS FOR SPECIFIC DAYS

When you enter hours for one day, you can copy the same number of hours to one or more additional days in the pay period.

1. Click the **Enter Hours** link under the day worked and in the correct row for the Earnings Code.
2. In the **Hours** box, type the number of hours you worked each day this pay period.
3. Click the **Copy** button.
4. Click the **checkbox** for each day to which you want to copy the hours.
5. Click the **Copy** button.
6. Look for the *verification message* that says the hours were successfully copied.
7. Click the **Time Sheet** button.
8. Look to see that the hours were copied to the dates selected.

### ADJUSTING YOUR HOURS

Changing hours you have entered for a particular day is no problem as long as you haven't submitted the timesheet for approval.

1. Click the **Hours** link for the date that needs to be changed.
2. In the **Hours** box, type the correct number.
3. Click the **Save** button.

### LEAVING A COMMENT ON YOUR TIMESHEET

Sometimes there are special circumstances you will want your time sheet Approver to know. You may leave a comment on your timesheet that the Approver will see when he or she opens it for approval.

1. Click the **Comments** button at the bottom of the Time Sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your timesheet.  
*Note:* Comments on your timesheet are only visible to you in Preview mode. Your Approver will check for comments.

### PRINTING YOUR TIME SHEET

1. Click the **Preview** button at the bottom of the time sheet.  
*Note:* On most computers, the timesheet is too big to be seen all at once. You can make the text size on your screen smaller by clicking "View" and "Text Size" from your Explorer browser menu (or similar commands in Firefox or other browsers).
2. Click **File** from the browsers menu.
3. Click **Print**.
4. From the printer settings, select **"Landscape"** for Paper Layout. Note: In Explorer, click "Properties", then "Paper" to find the Landscape setting.
5. Click the **OK** button to save your paper layout setting.
6. Click the **OK** button to print your timesheet.
7. Back in the Timesheet Preview window, click the Previous Menu button.

### SUBMITTING YOUR TIMESHEET

When your timesheet is ready to be submitted for approval, it is important for you to preview it first. Check your hours to make sure the days, hours and Earning Codes are all correct. Then submit as follows:

1. Click the **Submit for Approval** button at the bottom of your time sheet.  
*Note:* This page contains the Certification Statement. Typing your PIN here is equivalent to signing your timesheet; it certifies that you approve the timesheet information as accurate.
2. In the **PIN** box, type your PIN number.
3. Click the **Submit** button.

### OPENING A TIMESHEET FOR ANOTHER JOB

Some students have more than one position at the college. If this is you, you will need to submit separate time sheets, one for each position.

1. Click the **Position Selection** button at the bottom of your timesheet.
2. Click the **circle** for the position you want to select.
3. From the **Pay Period and Status** dropdown box, select the current time period.
4. Click the **Time Sheet** button.

### IN A NUTSHELL

**Student responsibilities:**

1. **Record your time accurately.**
2. **Select the correct position, and pay period.**
3. **Use the correct earn codes for hour entry.**
4. **Add Comments to your timesheet to note any variations and/or changes to your normal schedule.**
5. **Review your timesheet for accuracy before submitting for approval.**
6. **Submit your time sheet any time prior to 11:59 p.m. on the Sunday following the close of the pay period.**